

## APPENDIX 10

### FOLLOW-UP TO POST-GRANT MONITORING LETTER

(insert date)

(insert Name/Address of Grantee)

Dear \_\_\_\_\_:

According to our records, despite repeated written requests by the (insert name of IC) to the Authorized Organizational Representative of record, the (insert name of IC) has not received certification of the use of space on the following grant(s), which were awarded to the (insert name of grantee).

Grant Number

PI

Usage End Date

(Insert name of IC) construction awards require the use of grant-supported space for (insert type of research to be performed in space, e.g. cancer and/or cancer-related research) for {insert usage period, e.g. 20 years or until the property is no longer used for the authorized purpose} following the date of beneficial occupancy. The use of space requirement is stated in the NIH Grants Policy Statement ([http://grants2.nih.gov/grants/policy/nihgps\\_2003/NIHGPs\\_Part9.htm](http://grants2.nih.gov/grants/policy/nihgps_2003/NIHGPs_Part9.htm)) and is a term and condition of the award.

To ensure compliance with this usage requirement, the {insert name of IC} monitors the use of the grant-supported space through a periodic self-certification process. Self-certification requires a written statement, bearing the signature of the authorized signatory official for your institution, that the space is being used for the purposes for which the grant was originally awarded.

It is imperative that you submit the certification for each grant(s) by {insert date} to (insert name of grant manager) by e-mail (insert manager's email address) or facsimile transmission at (301) XXX-XXXX or by overnight courier at the following address:

(insert address)

If your institution has made an unreported change in the use of the facility during this reporting period, please provide the following information:

1. An explanation as to why prior (insert name of IC) approval was not sought before the change was made.
2. The date when the change in use took place.

3. A detailed description of the change and the net square feet and/or meters involved.
4. A revised space assignment plan and/or floor plan.

(Insert name of IC) staff will review the change(s) in use of grant-supported space for appropriateness and will provide you with the results of our review by letter.

If (insert name of IC) previously reviewed and approved changes in the use of grant-supported space prior to this letter, it is not necessary to restate these changes.

If there is a compelling reason why you are unable to furnish the certification, provide a written explanation by {insert date}.

If we do not receive the certification by {insert date} or a satisfactory explanation as to why you are unable to comply by that date, we will initiate action to recover the total costs awarded for the relevant grant(s). The basis for this action will be material failure to comply with the terms and condition of the award (45 CFR 74.62). Additionally, we may take other appropriate action consistent with 45 CFR 74.14 and 74.62, as warranted.

If you have any questions, please call (insert name of grant manager) at (301) XXX-XXXX.

Sincerely,

/s/

(insert name of Chief GMO)  
Chief Grants Management Officer  
(insert name of IC)